



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

P. O. Box 803
Trenton, New Jersey 08625-0803



APPLICATION FOR A CERTIFIED MUNICIPAL FINANCE OFFICER CERTIFICATE

(N.J.S.A. 40A:9-140.1 et seq.)

A check or money order in the sum of \$50 payable to the "State Treasurer" must accompany this application.

THE APPLICATION FEE IS NOT REFUNDABLE

This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination. (See Page 5 for instructions.)

Application of: _____ (_____)
First Middle Last (County of Residence)

Home Address: _____
Street City State Zip Code

Telephone Number: Work () _____ Home () _____

1. Date and Place of Birth: _____
Mo. Day Yr. City State Country

2. Are you a citizen of the United States? Yes ☐ No ☐ Born ☐ Naturalized ☐

If you are a naturalized citizen, state when and where naturalized:

3. Give names and addresses of 2 persons not related to you who will furnish references as to your moral character.

A. _____

B. _____

4. Have you ever been convicted of any crime? Yes ☐ No ☐

If YES, state details as to each conviction giving the date thereof, nature of crime, court in which conviction was entered, and sentence imposed:

5. High School Education (See Instruction No. 5)

A. Name and location of last high school attended: _____

B. Did you receive a diploma representing graduation from high school?

Yes ☐ No ☐ Year graduated: _____

C. If the answer to Question 5B is NO, do you possess a high school equivalent certificate approved by the State Commissioner of Education?

Yes ☐ No ☐

State in which issued: _____ Date of issue: _____

6. College Education **(Proof of college education must accompany this application.)** If qualifying on basis of education alone, degree must be in accounting, business administration or equivalent. Up to two years (60 credits) of college education may be substituted for two years of municipal finance officer experience. (See instructions.)

A. Name and location of college or university attended and dates of attendance:

College/University	Location	From Month/Year	To Month/Year

B. Did you graduate? Yes ☐ No ☐ Degree(s) attained:

7. Municipal Finance Officer experience. (List title, local unit and dates. All experience must be certified. See sections 10 and 11.)

► **NOTE:** Credit for four years of full-time experience listed below may be allowed in lieu of a four-year college degree. If additional space is needed, attach rider.

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

Municipality: _____	Address: _____
Title: _____	From: _____ To: _____

8. Do you hold a current New Jersey license as a Registered Municipal Accountant? Yes ☐ No ☐

If so, give License No. _____ Date of Issue _____

Do you hold a Certified Public Accountant License? Yes ☐ No ☐

If so, give License No. _____ Date of Issue _____

9. Please submit copies of Certificates of Satisfactory Completion of the following required Rutgers University Training Program courses:

- | | |
|---|--|
| 1. Municipal Finance Administration | 5. Municipal Capital and Trust Fund Accounting |
| 2. Municipal Budget Preparation and Control | 6. Municipal Utility Fund Accounting |
| 3. Municipal Current Fund Accounting I | 7. Principles of Financial Management |
| 4. Municipal Current Fund Accounting II | 8. Preparation of the Annual Financial Statement |

NOTE: A Registered Municipal Accountant need only submit a copy of the Certificate of Satisfactory Completion of Principles of Financial Management.

**DOES YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$50 PAYABLE TO THE
"STATE TREASURER" ACCOMPANY THIS APPLICATION?**

Yes ☐ No ☐

DECLARATION OF APPLICANT:..... I certify that the responses made in this application are correct and complete.

DATE: _____

SIGNATURE: _____

10. The examination for a Municipal Finance Officer certificate is provided in two sections. Applicants may elect to participate in one or both sections as desired each time the exam is offered. Upon successful completion of sections I and II, and receipt of the requisite fee, an applicant will be issued a certificate.

Please check each of the sections of this examination for which you are applying:

SECTION I ☐ Practical (Accounting)

SECTION II ☐ Theory

11. **CERTIFICATION OF YEARS OF SERVICE** (Need not be completed if qualifying on basis of college degree alone. If experience was in more than one local unit, then municipal clerk for each unit must complete this certification.)

I, _____, certify that
Name of Municipal Clerk

_____, served as a "Municipal Finance Officer" as defined in N.J.S.A. 40A:9-140.1 et seq., for the "Local Unit" of

_____ as defined in

N.J.S.A. 40A:9-140.1 et seq., from the period _____ to

_____.

Date

Signature of Municipal Clerk

Municipality

12. **CERTIFICATION OF MUNICIPAL FINANCE OFFICER DUTIES**

Please have the chief financial officer in the local unit fill in the information below certifying that you performed the duties of the position(s) listed in Section 7 on a full-time basis, and for the time period(s) listed. If you are currently in the position of temporary chief financial officer, then your immediate supervisor (mayor, administrator, etc.) should complete this form. If you acquired the full-time experience in more than one local unit, then you must have this form completed for each local unit.

If you are qualifying on the basis of completion of a four-year college course of study in business administration, accounting, or an equivalent subject area, this form need not be completed.

I, _____, certify that _____
(Name) (Name of Applicant)

has performed the duties for the corresponding position listed herein, and for the time period listed.

(Date)

(Signature)

(Title)

(Municipality)

**Instructions for Completing and Filing
APPLICATION FOR A CERTIFIED MUNICIPAL FINANCE OFFICER CERTIFICATE (P.L. 1991, C. 175)**

WHO MAY FILE AN APPLICATION

1. Any person who satisfies the requirements listed below may file an application:
 - a. Applicant must be a citizen of the United States;
 - b. Applicant must be at least 21 years of age;
 - c. Applicant must be of good moral character;
 - d. Applicant must have obtained a certificate or diploma issued after at least four years of study at an approved secondary school or have received an academic education considered and accepted by the Commissioner of Education of this State as fully equivalent;
 - e. Applicant must have graduated from a four-year course of study at a college of recognized standing, with a major course of study in business administration, accounting, or equivalent subject area. For this requirement, applicant may substitute four years of full-time experience in a position as a municipal finance officer (see definition below) in any local unit. Full-time experience shall be considered as the normal operating hours of the finance department within the local unit(s). Applicants who do not have four years of full-time experience in one of these positions may substitute one year of full-time college education, in any subject area, for one year of full-time experience, up to a maximum of two (2) years of college education. One year of college education shall be considered as equivalent to 30 college credits;
 - f. Applicant shall also furnish proof of successfully completing the following training courses as administered by Rutgers, the State University or the Division of Local Government Services:
 1. Municipal Finance Administration
 2. Municipal Budget Preparation and Control
 3. Municipal Current Fund Accounting I
 4. Municipal Current Fund Accounting II
 5. Municipal Capital and Trust Fund Accounting
 6. Municipal Utility Fund Accounting
 7. Principles of Financial Management
 8. Preparation of the Annual Financial Statement
 - g. A Certified Municipal Finance Officer Certificate shall be issued to any person who is licensed as a Registered Municipal Accountant in the State of New Jersey who shall make application, and who shall furnish proof that he has received a certificate indicating satisfactory completion of, or is an instructor of a training course in, Principles of Financial Management, as provided by Rutgers, the State University or by the Division of Local Government Services. Submit copy of current Registered Municipal Accountant license. Also submit proof of completion of a four-year course of study at a college or university of recognized standing;
 - h. "Municipal Finance Officer" means a municipal director of finance, assistant director of finance, fiscal officer, municipal comptroller, assistant comptroller, municipal treasurer, assistant municipal treasurer or deputy treasurer only;
 - i. "Local Unit" means a municipality or a utility owned by a single municipality or owned jointly by one or more municipalities, which together, do not comprise a county.

HOW TO FILE

2. One copy of the application must be completed and signed. All questions must be answered fully. A check or money order in the sum of \$50 payable to the "Treasurer, State of New Jersey", must be attached; do not send cash. Necessary proofs should be attached. An application shall not be deemed to be filed unless the form is properly completed and the fee and proofs attached. The completed application must be filed with the Division of Local

Government Services not less than (30) days prior to the announced date of the examination.

Mail application to the:
**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CERTIFICATION UNIT
PO-803
TRENTON, NJ 08625-0803**

3. Upon review of the application, the Director of the Division of Local Government Services may require filing of additional statements and proofs.

COMPLETING FORM

4. Sections 1 - 4: Applicant will supply information relating to citizenship, age and moral character.
5. Section 5: Applicant will supply information relating to high school education. Persons desiring information relating to high school equivalency certificates may write to:

DEPARTMENT OF EDUCATION
DIVISION OF ADULT EDUCATION
GED TESTING
P. O. Box 500
TRENTON, NJ 08625-0500
6. Section 6: Applicant will supply information relating to college or university education. See instruction no. 1(e). If applicant has graduated from a four-year college course of study in business administration, accounting, or equivalent subject area, proof of graduation must be submitted with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record.
If the number of years of college education reported in Section 6 is less than four years, a transcript of applicant's academic record must be submitted with the application. See instruction no. 1(e) for allowable substitution of equivalent experience for college education.
7. Section 7: Applicant shall furnish proof relating to full-time experience as a municipal finance officer. See definition under instruction no. 1(h). Full-time experience shall be considered as the normal operating hours of the finance department within the local unit(s). Certification of years of service and duties performed must be provided. See instruction nos. 10 and 11. This section need not be completed if qualifying on basis of four-year college degree in business administration, accounting or equivalent subject area.
8. Section 8: If a Registered Municipal Accountant, Section 8 must be completed.
9. Section 9: Submit copies of certificates of satisfactory completion of required courses. See instruction no. 1(f).
10. Section 10: Municipal Clerk will complete Section 10, certifying total years of service as a municipal finance officer. This section must be completed for each local unit from which applicant gained the appropriate experience. Copies may be made of this section, if needed. If qualifying on basis of completion of a four-year course of study in business administration, accounting, or equivalent subject area, this section need not be completed.
11. Chief Financial Officer shall complete section 11, certifying duties performed as a municipal finance officer. If applicant is currently working in the position of temporary chief financial officer, then immediate supervisor (mayor, administrator, etc.), should complete this section. This section must be completed for each local unit from which applicant gained the appropriate experience. Copies may be made of this section, if needed. If qualifying on basis of completion of a four-year course of study in business administration, accounting, or equivalent subject area, this section need not be completed.